



## JOIN OUR WINNING TEAM

**MORAVIAN VILLAGE OF BETHLEHEM** is committed to providing quality housing, healthcare and retirement services to the seniors population. Through the commitment, loyalty and compassion of our talented team members, we provide our residents comfort, convenience and freedom from worry. Our team is committed to making a positive difference in the lives of our residents.

Working in seniors housing is more than a job. It takes special people who truly enjoy working with people, can appreciate working as a team, have patience, respect, compassion, loyalty, a positive attitude, and represent themselves and the company in a professional manner. If you possess these qualities, we invite you to explore opportunities to join our team.

Employees of **MORAVIAN VILLAGE OF BETHLEHEM** can expect to make a positive difference through the work they do, experience opportunities for growth, recognition and rewards for outstanding performance, and participate in a comprehensive benefit package.



## STANDARDS OF EXCELLENCE

Moravian Village is a continuing care retirement community that fosters wellbeing by providing security, trust, awareness and respect to all who enter our doors.

Our purpose is to enrich the lives of everyone we touch by embracing and encouraging the distinctive qualities of our residents and employees. Our goal is to strive continually toward quality, value-driven endeavors in order to create a flourishing environment that will inspire the human spirit and promote meaningful lifestyles.

An employee of Moravian Village demonstrates an unwavering commitment everyday to our Service Standards and Behaviors. Adherence to these standards and behaviors is not an expectation. It is a requirement in our relentless pursuit of excellence.

Becoming an employee of Moravian Village requires more than just the skills necessary to perform the job. Proper skills are important and are an integral piece of the selection process. It is absolutely essential that an applicant understands that to join our team requires self-motivation and self-discipline.

All hourly employees of Moravian Village are conditionally hired for a probationary period. During this probationary period, the employee will be evaluated at thirty (30) day intervals. The evaluation process will involve the supervisor, managers, and peers.

An employee who is selected to become a permanent member of our team will have proven not only to Moravian Village but also to themselves that they are capable of accepting challenges in an environment that provides a meaningful return on their commitment. You will be rewarded with opportunities for growth with an organization that delivers quality services in a caring and compassionate way to residents and treats employees with respect and dignity.

Sincerely,

John Calzola  
Vice President of Resident & Employee Services

# APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity Employer

## PLEASE PRINT IN INK

Last Name	First	Middle	Date
Street Address			Social Security Number
City, State, Zip Code			How long at this address?
Prior address if lived at above address less than two consecutive years			How long at this address?
Current Telephone			Alternate Telephone

### POSITION SOUGHT:

Position(s) Desired: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Wage or Salary Expected: \_\_\_\_\_ When can you start? \_\_\_\_\_

Are you willing to work overtime as required? Yes No Are you on lay-off or subject to recall? Yes No

How did you learn of this opening?

Advertisement Internet Professional Organization  
 Walk-in Relative Employee (name): \_\_\_\_\_  
 Name of Source (if applicable) \_\_\_\_\_

Have you filled out an application here before? Yes No

Have you ever been employed here before? Yes No If yes list dates and reason for leaving: \_\_\_\_\_

Do you have any relatives employed here? Yes No List Name(s): \_\_\_\_\_

### QUALIFICATIONS:

Are you legally eligible for employment in the U.S.A.? (Proof will be required upon hire) Yes No

Are you able to perform the essential functions of the position(s) applied for? Yes No

Describe/explain work limitations: \_\_\_\_\_

(Note: You are not required to answer this question until you have received an explanation of the essential duties)

Have you ever been convicted or plead guilty to a felony or misdemeanor other than a minor traffic violation? Yes No

(Conviction or plead will not necessarily disqualify applicant from employment. You need not disclose sealed or expunged records of conviction or arrests)

If yes, please explain: \_\_\_\_\_

Education	Name of School, City & State	Circle Number of Years Completed	Course Pursued Degrees Granted
High School		1 2 3 4	
College/University		1 2 3 4	
Other Training/Education			
License/Certification Type	License/Certification No.	State	Expiration Date

Have you served in the U.S. Armed Forces? Yes No Dates of duty: From \_\_\_\_\_ to \_\_\_\_\_

Branch: \_\_\_\_\_ Skills acquired: \_\_\_\_\_

### Employment History (Beginning with most recent)

Employer	Employment Date	Type of Work Performed
Street	From	
City, State, Zip Code	To	
Telephone	Salary/Hourly Rate	
Job Title	Starting	
Immediate Supervisor	Ending	
May we contact your present employer?                      Yes                      No		

Employer	Employment Date	Type of Work Performed
Street	From	
City, State, Zip Code	To	
Telephone	Salary/Hourly Rate	
Job Title	Starting	
Immediate Supervisor	Ending	

Employer	Employment Date	Type of Work Performed
Street	From	
City, State, Zip Code	To	
Telephone	Salary/Hourly Rate	
Job Title	Starting	
Immediate Supervisor	Ending	

### References

Please list 3 references, with at least 2 being of a professional nature. References are checked prior to any offer of employment.

	Name	Title/Relationship	Phone Number
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

**APPLICANT'S CERTIFICATION & AGREEMENTS**

I certify that this application was completed by me and that all entries on it and all information in it are TRUE and COMPLETE to the best of my knowledge. In the event of employment, I understand that false, misleading, or omitted information, no matter when discovered, could lead to disciplinary action up to and including termination of employment.

I understand that this application is not, and is not intended to be, a contract for employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time, with or without notice, and for any reason by the Company or by me. I further understand no representative of the Company, other than an officer, has the authority to enter into an agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding on the Company.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**NOTICE OF INTENT TO OBTAIN AND CONSENT TO REQUEST A CONSUMER REPORT**

As part of our procedure for processing your employment application, a consumer and/or background report may be obtained for employment purposes. This report may include information as to your references, character, past employment, work habits, education, general reputation, personal characteristics, mode of living, judgments, liens and criminal background, whichever may be applicable. This information may be acquired by contacting, either directly or indirectly, former employers, educational institutions, financial institutions, landlords, public agencies, and through personal interviews with your neighbors, friends, associates and acquaintances and/or other persons who may have such knowledge. You have the right to make a written report within a reasonable period of time to us for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.

I, \_\_\_\_\_, understand that the Company may contact and enlist the services of a consumer reporting agency as part of my employment application process and/or as part of my employment relationship. I have read and understand this notice.

I hereby consent to this and any future investigative/consumer report for employment purposes and authorized the Company to obtain a consumer report, including the above background information, from a consumer reporting agency. I authorize all parties contacted by the consumer report agency performing such investigation to release the requested information. I fully release all parties from any liability for the collection and reporting of information in connection with such investigation. I further consent to allow a photocopy of this form to be as valid as the original.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Birth\*

\_\_\_\_\_  
Date

\* Date of Birth is for criminal background report only

**NOTICE TO ALL APPLICANTS AND EMPLOYEES**

Screening tests for alcohol and illegal drugs may be required as a condition of hiring and during your employment here